

Information Management: Records Management

Office Symbols

For the Commander:

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History. This UPDATE publishes a new USAAC pamphlet.

Summary. This pamphlet provides official of-

fice symbols for Headquarters, United States Army Accessions Command and subordinate units.

Applicability. This pamphlet applies to Headquarters, United States Army Accessions Command and all agencies that prepare correspondence to or from Headquarters, United States Army Accessions Command.

Proponent and exception authority. The proponent for this pamphlet is the Chief, Information Officer of the Information Support Activity. The proponent has the authority to approve exceptions to this pamphlet that are con-

sistent with controlling law and regulation. Proponent agency may delegate the approval authority, in writing, to a division chief within the proponent agency in the grade of GS-14.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAAC, ATTN: ATAL-IIA, 1307 3rd Avenue, Fort Knox, KY 40121-2725.

Distribution. This publication is available in electronic media only and is available on the USAAC Homepage at <http://www.usaac.army.mil>.

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1. Purpose

This pamphlet provides official office symbols for Headquarters, United States Army Accessions Command (HQ USAAC). Information Support Activity is responsible for assigning office symbols to staff elements of HQ USAAC

and subordinate units.

2. Related publication

AR 25-1 (Army Knowledge Management and Information Technology Management).

3. Explanation of abbreviation

HQ USAAC—Headquarters, United States Army Accessions Command.

4. General guidelines

- a. Office symbols for HQ USAAC are listed in table 1. Office symbols will not be changed

solely because an activity's name has changed.

b. Commanders of units listed in table 2 may further assign office symbols to elements of their respective commands.

c. Office symbols for subordinate units are limited to not more than nine letters.

d. Directors and/or chiefs of special staff offices, HQ USAAC, will submit requests to HQ USAAC, ATTN: ATAL-IIA, 1307 3rd Avenue, Fort Knox, KY 40121-2725. Coordinate all changes with ATAL-IIA prior to implementation for assignment or deletion of office symbols.

Table 1
HQ USAAC office symbols

Office	Office Symbol	Office	Office Symbol
Commanding General	ATAL-CG	Research Integration and Support Division	ATAL-AR
Executive Officer	ATAL-ZX	Human Resources Directorate	ATAL-P
Command Sergeant Major	ATAL-ZC	Information Support Activity	ATAL-I
Strategic Planning Group	ATAL-ZS	Information Services Division	ATAL-II
Deputy Commanding General/Chief of Staff	ATAL-C	Administrative Services Branch	ATAL-IIA
Secretary of the General Staff	ATAL-CX	Acquisitions and Contracts Branch	ATAL-IIC
Deputy Chief of Staff	ATAL-CI	Systems Integration Division	ATAL-IS
Deputy Chief of Staff for Reserve Affairs	ATAL-CR	Information Assurance Branch	ATAL-ISI
Public Affairs Office	ATAL-CP	Project Management Branch	ATAL-ISP
Information Management Support	ATAL-IM	Integration Engineering Branch	ATAL-ISE
Liaison Officers	ATAL-L	Applications and Programming Division	ATAL-IA
Quality Assurance	ATAL-Q	Operations Systems Branch	ATAL-IAO
Historian	ATAL-H	Web Technologies Branch	ATAL-IAW
Operations and Training Directorate	ATAL-O	Support Systems Branch	ATAL-IAS
Strategic Outreach Directorate	ATAL-S	Communications, Electronics, and Operations Division	ATAL-IC
Advertising Contract Division	ATAL-SC	Data Branch	ATAL-ICD
Outreach Division	ATAL-SO	Network Systems Branch	ATAL-ICN
Advertising Division	ATAL-SA	Support Operation Branch	ATAL-ICS
Operations Section	ATAL-SAO	Resource and Logistics Management Directorate	ATAL-R
Center for Accessions Research	ATAL-A	Resource Operations Division	ATAL-RR
Market Research and Analysis Division	ATAL-AM	Programs Division	ATAL-RP
Accessions Systems Division	ATAL-AA	Finance and Accounting Office	ATAL-RF

Table 2
Subordinate units office symbols

Office	Office Symbol
US Army Accessions Support Brigade	ATAL-B
US Army Mission Support Battalion	ATAL-BS
US Army Parachute Team (Golden Knights)	ATAL-BP
US Army Marksmanship Unit	ATAL-BM
US Army Cadet Command	ATCC
US Army Recruiting Command	RC
US Army Training Center - Fort Jackson	ATZJ